

## Oregon Department of Transportation

### Getting Started with Lab Report Searches

You can search, view, download and print Materials Laboratory Reports from the Oregon Department of Transportation's Enterprise Content Management (ECM) repository.

#### Follow these steps to get started the first time:

**Step 1.** Click the link provided in the e-mail message to launch your default Internet browser. The first time you do this, the window below opens, immediately followed by a dialog box, asking if you want to install the Whale Communications' client components software.

The screenshot shows a web page with a dark header that reads "This site is protected by the Intelligent Application Gateway" and "Web site". The main content area is titled "Downloading Whale Component Manager..." and features a progress bar. Below the progress bar, it says "Your user experience may vary depending on the download of these objects. Please wait, it should only be a few minutes at most...". To the right, an "Internet Explorer - Security Warning" dialog box is open, asking "Do you want to install this software?". The dialog box shows the name "Whale Communications' Client Components" and the publisher "Whale Communications, Inc.". There are "More options", "Install", and "Don't Install" buttons. A blue arrow points from the "Install" button to the text below. At the bottom of the page, it states "This site is intended only for authorized users. If you encounter any problems with this site please contact your system administrator at [ODOT.SSLVPAdmin@odot.state.or.us](mailto:ODOT.SSLVPAdmin@odot.state.or.us)".

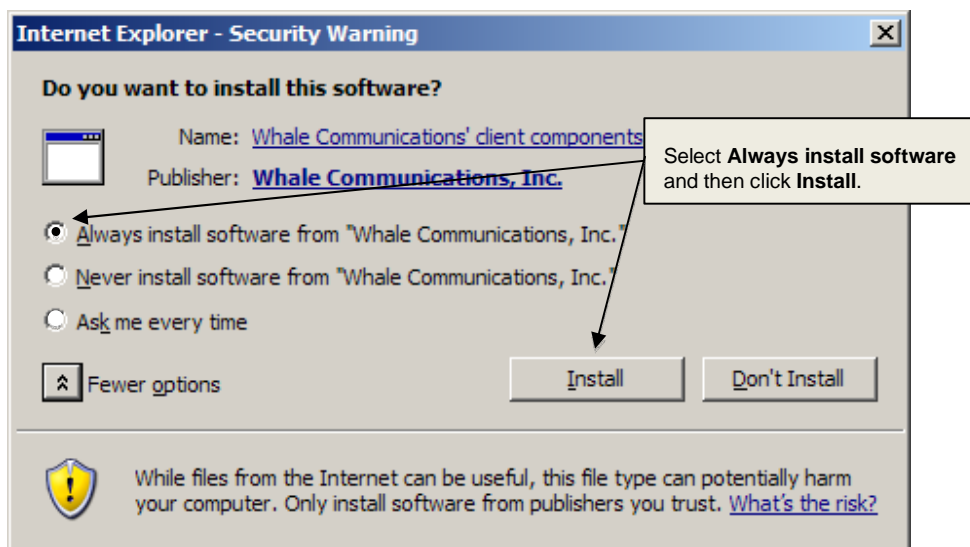
If this prompt appears, click "Install" to install the components.

**Step 2.** Click **More options** to expand the dialog box and view the available installation options.

This is a close-up of the "Internet Explorer - Security Warning" dialog box. It asks "Do you want to install this software?". The name is "Whale Communications' client components" and the publisher is "Whale Communications, Inc.". There are "Install" and "Don't Install" buttons. The "More options" button is circled in red. A callout box with an arrow pointing to the "More options" button contains the text: "Click More options to expand the dialog box." At the bottom, there is a warning icon and the text: "While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. [What's the risk?](#)"

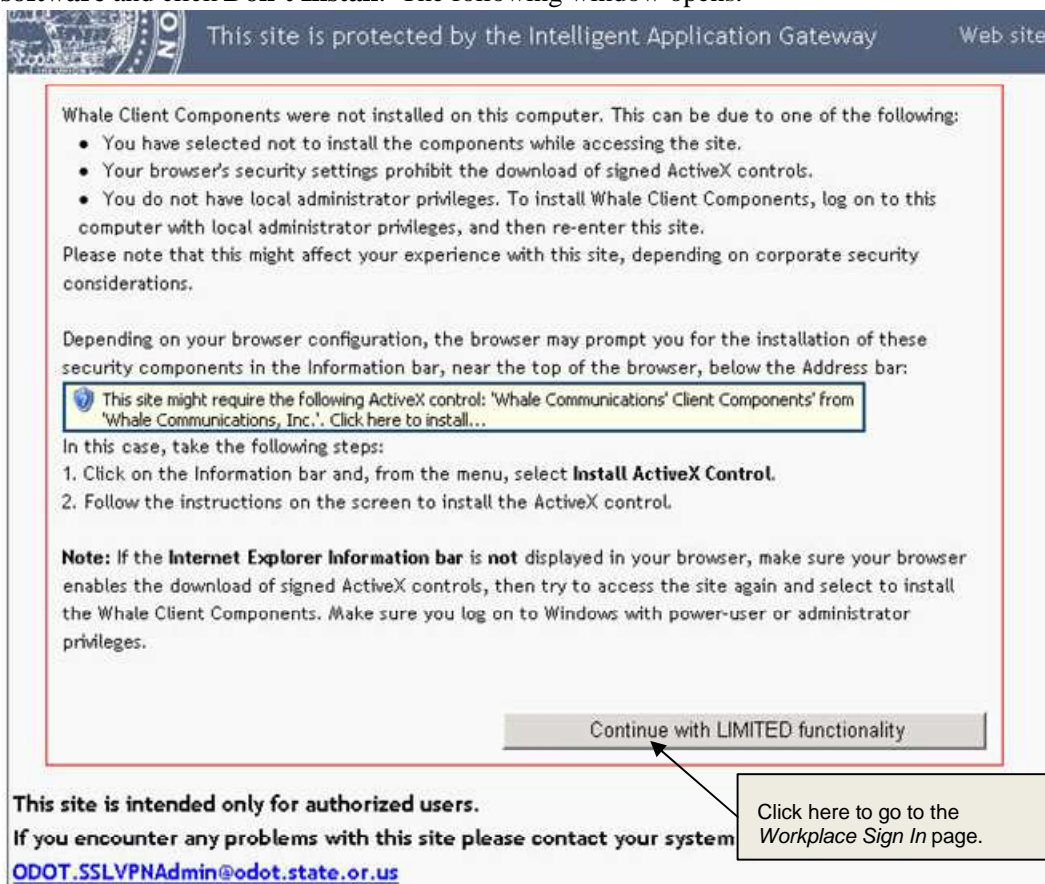
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**Step 3.** If you have local administrator rights on your computer, select **Always install software** and then click **Install**.



The Whale Communications client components are installed on your computer and the *Workplace Sign In* page opens. Go to Step 5.

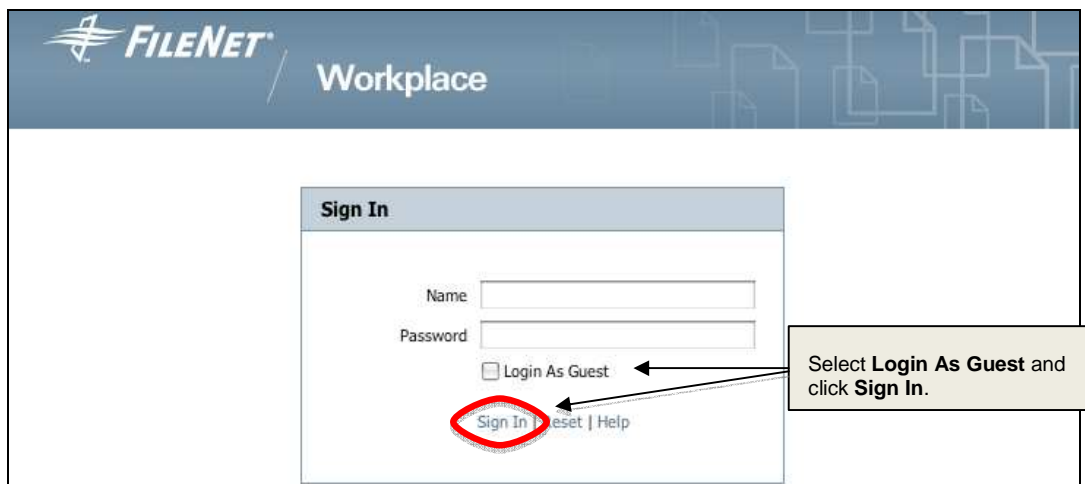
If you do **not** have local administrator rights on your computer, then select **Never install software** and click **Don't Install**. The following window opens.



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**Step 4.** Click Continue with LIMITED functionality to go to the *Workplace Sign In* page.

**Step 5.** Select Login As Guest and click Sign In. *My Workplace* opens.



**Step 6.** In the left-hand column, select **Lab Reports**.



**Note:** Your view of *My Workplace* may look different, as not all functions/tools are available to all users. Also, for quick access in the future, bookmark *My Workplace* or add it to your *Favorites* list on your Internet browser.

**Step 7.** Click **Detail Lab Report Search** or **Quick Lab Report Search** to search for specific lab reports. For assistance with your search, reference the *Lab Report Search User Guide* available online.

**Step 8.** When finished, close your Internet browser to exit *My Workplace*.

**Note:** After you install the Whale Communications client components, in the future when you receive an e-mail message containing a direct link to a Lab Report, you can click on the link to open the Lab Report directly.

If you do **not** install the Whale Communications client components, when you receive an e-mail message containing a direct link to a Lab Report, you will need to follow Steps 3, 4 and 5 to open *My Workplace* and to access **Lab Reports**.

**If you encounter any difficulties with this site,  
contact the ODOT Materials Laboratory at [ODOT.LabReports@odot.state.or.us](mailto:ODOT.LabReports@odot.state.or.us).**